

## **Project Closeout Response: Rejected. Logic reviewed and determined to be correct.**

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### **Scope**

This process covers closeout of **Response: Rejected. Logic reviewed and determined to be correct.** projects, including physical and fiscal completion, asset transfer, contractor evaluations, O&M manuals, and as-built drawings. This includes partial transfers and incremental project acceptance.

This will help facilitate the on-going closeout of financial accounts & documents during the life of the project.

### **Policy**

*ER 5-1-11*[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf>]

*ER 37-2-10*[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf>]

*ER 37-345-10*[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-345-10/entire.pdf>]

*ER 415-1-16*[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er415-1-16/entire.pdf>]

*ER 1165-2-131*[<http://www.usace.army.mil/inet/usace-docs/eng-regs/er1165-2-131/entire.pdf>]

### **Responsibility**

The PM is responsible for project closeout; however, the required actions will require participation of a number of Project Delivery Team Members. **This includes transfer of property to customer, transfer of property to Plant In Service (PIS) and closeout of project financial cost accounts. Terminated projects will be expensed per close-out procedures.** **Response: Accepted.** The PM ensures that necessary documentation has been received so that project capitalization costs (accounted for in the Construction-in-Progress (CIP) account) are properly transferred out of the CIP account.

### **Distribution**

Project Delivery Team (PDT)\*

Project Manager (PM)\*

Resource Management Office

**Response: BP/P2 Program Office changed to Configuration Management Board. See glossary**

## System References

*Acronyms and Glossary*[REF1001]

*CEFMS Users Manuals Online*[<http://rmf31.usace.army.mil/cefmsdoc/>]

*Civil Works Program and Budget Process*[PROC1022]

*Lessons Learned*[PROC1021]

*PMP/PgMP Content*[REF1018]

*Project Execution and Control*[PROC1017]

## Activity Preface

This process is performed whenever projects and/or phases of projects, **Response: Rejected. Logic reviewed and determined to be correct.** are complete. Projects can also include oversight of contracts, such as Service and IDIQ. The initiation of this process will derive from Project Execution and Control[PROC1017]. District SOP's for transferring costs from Construction-In-Progress (CIP) accounts should address the majority of steps shown below. Best business practice is for District SOP's to include fiscal closeout, as well as physical closeout for asset management. District CIP SOP's should ensure that District's General Ledger Accounts properly reflect projects as complete or under construction. Note that the joint Review of Commitments and Obligations requirement is a quality assurance process to steps 1-5. Reference ASA (FM&C) memorandum, dtd 26 Jan 99, subject: Quarterly Reviews of Commitments & Obligations. It is important to remember that closeout of projects and/or phases of projects serve two important purposes: (1) the transfer of cost to the appropriate accounts (Place in Service, Local Interest, or Unfeasible), and (2) excess funds can be reprogrammed. It is also important to reference Lessons Learned[PROC1021] during this process.

If the project is complete, you will continue on to the Operation & Maintenance (O&M) phase. Otherwise, you will return to Project Execution and Control[PROC1017].

### Project Manager (PM)

1. Ensure PDT reviews unliquidated obligations and undelivered orders in CEFMS for completed activities.
2. Ensure PDT completes all closeout documents (e.g., contractor evaluations, A-E evaluations, as-built drawings, and O&M manuals), and that they are done in accordance with applicable regulations.

**(Civil Works only – Notify RM of project activity completion with EN 3013) Response: Rejected, need to keep generic**

### Project Delivery Team (PDT)

3. Complete all closeout documents.
4. Clear outstanding obligations and commitments in PR&C's & workitems.
5. Close work items/reallocate funds, if appropriate.

**Stop and complete Lessons Learned[PROC1021].**

**If activity has an asset work item, goto task #6. Otherwise, goto task #7.**

6. Process **Construction in Progress (CIP) Response: Rejected, not always CIP** transfer in accordance with applicable regulations and policies and District SOP's.
7. Proceed with closeout of **project. Response: Rejected. Logic reviewed and determined to be correct.**

**If all activity work items are closed, all funds reallocated to project work item, and all claims settled, goto task #8. Otherwise, End of Activity; goto Project Execution and Control/PROC1017.**

8. Determine if project is cost-shared.

**If cost-shared, goto task #9. Otherwise, goto task #11.**

9. Examine total expenditures for each type of funds to determine if correct cost-sharing exists.

Each project which is cost-shared has a certain percentage that is paid by the customer in dollars or other contributions. CEFMS has the capability to determine the balancing of these percentages at the completion of a project. **(Civil Works only – this should not replace a final audit) Response: covered in local SOPs and RM policy**

Refer to Section 26, Cost Sharing, of the CEFMS Users Manual[\[http://rmf31.usace.army.mil/cefms/doc/user\\_manuals/sec26-cost-share.pdf\]](http://rmf31.usace.army.mil/cefms/doc/user_manuals/sec26-cost-share.pdf)

Also refer to ER 1165-2-131[\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er1165-2-131/entire.pdf\]](http://www.usace.army.mil/inet/usace-docs/eng-regs/er1165-2-131/entire.pdf)

10. Process cost transfer as necessary, in accord with cost-sharing requirements.

Refer to Civil Works Program and Budget Process[\[PROC1022\]](#).

## **.Project Manager (PM)**

- 11. Coordinate with RM for financial completion. Response: RM is PDT member see steps above and glossary.**
- 12. Prepare and send customer letter closing project.**

**End of activity.**